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Secretariat

21 August 1998

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: **Arrangements for admission to the premises at United Nations Headquarters during the fifty-third session of the General Assembly****

1. The present circular describes the arrangements that will be in effect at Headquarters for admission to the premises, as well as parking, catering facilities and commercial operations, during the fifty-third session of the General Assembly.

Admission to Headquarters buildings

2. Staff members, affiliates and accredited members of non-governmental organizations and the information media will be admitted to the United Nations premises only upon presentation of a valid United Nations identification card (grounds pass) or laissez-passer. All are reminded that, in view of the need for heightened security measures, the provisions of Secretary-General's bulletin ST/SGB/259 of 2 July 1993, regarding the wearing of identification cards, will be strictly enforced. It is the responsibility of staff members to ensure that their identification cards are current; expired cards will be replaced by the Pass and Identification Unit of the Security and Safety Service, located on the ground floor of the UNITAR building, at 45th Street and First Avenue, upon presentation of an application obtained from the staff member's executive office. Staff members who arrive without their identification cards will be directed to the visitors' entrance at 46th Street, where they will be required to pass through a magnetometer. A day pass can be obtained at the information desk in the lobby of the General Assembly Building, upon verification of the staff member's identity. The hours of operation of the information desk are from 9 a.m. to 5.30 p.m.

* Expiration date of the present information circular: 31 December 1998.

** *Personnel Manual* index No. 13112.

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Access through the delegates' entrance

3. During the fifty-third session, the gate at 45th Street and First Avenue and the delegates' entrance will be reserved for use by members of delegations. Staff members and affiliates are requested to use other access points.

Access for members of non-governmental organizations

4. All members of non-governmental organizations with valid United Nations identification cards will be admitted via the visitors' entrance at 46th Street and First Avenue, where they will be required to pass through a magnetometer.

Access to restricted areas

5. The second floors of both the General Assembly and the Conference Buildings are reserved for members of delegations, staff conducting official business in the area and accredited members of the information media, in accordance with established procedures. In all cases, valid United Nations identification will be required.

6. Access to the North Lounge and the General Assembly Hall will be permitted for the conduct of official work, only upon presentation of an area-specific pass for the fifty-third session of the General Assembly, together with a United Nations grounds pass. Area-specific passes will be issued by the Pass and Identification Unit, under arrangements made by executive offices. Identification cards and area-specific passes are subject to verification by security officers and must be worn in such a manner as to be easily visible.

7. The South Lounge on the second floor of the Conference Building, excluding the adjoining Security Council Lounge, is open to staff members when the Security Council is not in session.

8. To the extent that space is available, staff members will be accorded access to the gallery seating areas of the General Assembly Hall and conference rooms upon presentation of their grounds passes. On certain days, however, special arrangements may be in effect.

Admission of non-United Nations persons

9. Staff members are reminded of the existing security arrangements that require that all visitors on official business or invited guests, including family members, must enter through the visitors' entrance at 46th Street, and pass through a magnetometer, prior to requesting admission to the Secretariat Building at the information desk. An information assistant will verify the visit with the respective staff member before a visitor's day pass will be issued. Visitors or guests, including children over the age of 17, will be required to submit a piece of personal identification bearing a photograph to the security officer stationed at the information desk. In order to avoid inconvenience, visitors and guests should be informed in advance that photo identification is required.

10. During peak periods of the General Assembly, staff members are urged to restrict visits by outside persons to those involving official business only. It will be the responsibility of each staff member to meet his or her guests, accompany them at all times and later escort

them back to the public area in the General Assembly Building lobby. No guest will be permitted to enter restricted areas.

Tours

11. During the period from 21 September through 2 October 1998, regular guided tours will be conducted only on weekends. An abbreviated guided tour in the General Assembly Building lobby will be given on weekdays during that period.

Traffic in the Secretariat circle

12. Vehicular access through the gate at First Avenue and 43rd Street will continue to be restricted to vehicles of the permanent representatives to the United Nations; no other vehicles will be permitted access to the Secretariat circle. Exceptions will, however, be made for disabled persons, upon appropriate certification by the Medical Service.

Parking

13. Parking for staff members in the garage will be limited to those staff members in possession of a regular parking permit. When exigencies of service require the use of a vehicle, a limited number of temporary permits may be issued to staff members upon written justification by their executive offices and approval by the Garage Review Board. All holders of valid parking permits must ensure that they are prominently displayed and readily visible to security officers at entry points and while the vehicles are on the premises. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons. Passengers who are not in possession of valid United Nations identification must leave the vehicle before it enters the premises.

14. Vehicles other than those belonging to permanent representatives to the United Nations will be required to enter the garage via the 48th Street entrance. Vehicles may leave through the 42nd Street exit between 5 p.m. and 7 p.m., from Monday to Friday, or between 6 a.m. and 8 p.m. through the 48th Street entrance. At all other times, vehicles must exit through the main gate at 43rd Street. Traffic lanes on the service road and roadways in the garage must be kept free of stationary vehicles at all times.

15. All vehicles entering the premises are subject to search.

Dining room, other catering facilities and commercial operations

16. The hours of service for the Delegates' Dining Room are from 11.30 a.m. to 2.30 p.m. Staff members are encouraged to make reservations for the Delegates' Dining Room (ext. 3-7625) for 11.30 a.m., 12 noon or after 2 p.m., since the demand at 1 p.m. is usually heavy. During the general debate, access to the Delegates' Dining Room for lunch will be restricted to persons holding valid United Nations grounds passes or laissez-passers. From 8 September until 2 October 1998, reservations for private dinners or receptions will be accepted only from permanent and observer missions or United Nations bodies. The Ex-press Bar on the third floor of the General Assembly Building may not be used for parties when the General Assembly is meeting.

17. Staff members whose lunch hour is not determined by the schedule of meetings are urged to use the cafeteria when it is least crowded, that is, before 12.45 p.m. and after 1.45 p.m. Alternative facilities in the following areas may also be used: the Staff Cafe on the fourth floor, the UNCA Club on the third floor, the Vendery on the third floor of the General Assembly Building, the coffee shop in the first basement of the General Assembly Building (visitors' area), the cafeteria on the third floor of the UNDC-1 Building and the cafeteria located on the first floor of UNICEF House.

18. The hours of operation of the various facilities during the fifty-third session of the General Assembly will be as follows:

8 September to the end of the session

Cafeteria (Secretariat Building, first floor)	
Monday-Friday	8 a.m.-8.30 p.m.
Saturday	9 a.m.-3 p.m.
UNCA Club (Secretariat Building, third floor)	
Monday-Friday	9 a.m-4.30 p.m.
Staff Cafe (Conference Building, fourth floor)	
Monday-Friday	12 noon-3 p.m.
Vendery (General Assembly Building, third floor)	
Monday-Sunday	Open 24 hours
South Lounge (Conference Building, second floor)	
Monday-Friday	11 a.m.-7.30 p.m.
North Lounge (Conference Building, second floor)	
Monday-Friday (snack bar)	10 a.m.-5 p.m.
Monday-Friday (bar)	11 a.m.-8 p.m.
Delegates' Dining Room (Conference Building, fourth floor)	
Monday-Friday	11.30 a.m.-2.30 p.m.
Coffee shop (General Assembly Building concourse, first basement)	
Monday-Sunday	8.30 a.m.-4.30 p.m.
Café Austria (General Assembly Building, first basement)	
Monday-Friday	9 a.m.-6 p.m.
UNDC-1 cafeteria, third floor	
Monday-Friday	8 a.m.-6 p.m.

UNICEF cafeteria (UNICEF House, first floor)

Monday-Friday	8.30 a.m.-4.30 p.m.

Gift Centre (General Assembly Building concourse, first basement)

Monday-Sunday	9 a.m.-5.30 p.m.

UNPA stamp counter (General Assembly Building concourse, first basement)

Monday-Sunday	9 a.m.-5.30 p.m.

Bookshop (General Assembly Building concourse, first basement)

Monday-Sunday	9 a.m.-5.30 p.m.